

## BOARDS, COMMISSIONS AND COMMITTEES

### California Army National Guard Warrant Officer Advisory Council

---

FOR THE GOVERNOR:

THOMAS W. ERES  
*Major General*  
*The Adjutant General*

OFFICIAL:



RICHARD E. BEARDSLEY  
COL, GS CAARNG CHIEF J-6  
*Command, Control, Communication*  
*and Computer Systems*

---

**History.** This is a new regulation.

**Summary.** This regulation provides guidance and outlines the mission, charter and operating procedures for the CAARNG Warrant Officer Advisory Council (WOAC).

**Applicability.** This circular applies to all California Army National Guard Warrant Officers.

**Proponent and exception authority.** The proponent and exception authority for this circular is the State Command Chief Warrant Officer (CCWO). Supplementation of this circular is prohibited without prior written approval from the State CCWO.

**Interim changes.** Interim changes to this circular are not official unless they are authenticated by the State CCWO.

**Suggested improvements.** Users are invited to send comments and suggested improvements on DA Form 2028, Recommended Changes to Publications and Blank Forms, directly to the Office of the Adjutant General, California National Guard, 9800 Goethe Road, Sacramento, CA 95827, Attention: CAAD-CCWO

**Distribution.** Distribution of this regulation is for Army – A.

---

#### Contents (Listed by paragraph and page number)

Statement of Purpose • 1, page 1  
Mission • 2, page 1  
Membership • 3, page 1  
Committees • 4, page 1  
Meetings • 5, page 1  
Reports • 6, page 1  
Issues, Concerns and Recommendations • 7, page 1  
Awards • 8, page 2  
Charter Amendments • 9, page 2  
Issues and Recommendations • Annex A, page A-1  
Awards • Annex B, page B-1  
Regional Chair Responsibilities • Annex C, page C-1  
Secretary Responsibilities • Annex D, page D-1  
Members' Responsibilities • Annex E, page E-1  
State WOAC Regions • Annex F, page F-1  
State WOAC Members • Annex G, page G-1

**1. STATEMENT OF PURPOSE.** This memorandum establishes the structure and operational reporting procedures for the flow of issues and recommendations. It outlines guidance for the coordination of WOAC issues and activities and insures maximum unity of effort by providing advice and assistance to the State Command Chief Warrant Officer (CCWO), CA ARNG.

**2. MISSION.** The primary mission of the WOAC is to provide advice and assistance through Regional committees to the State Command Chief Warrant Officer on matters affecting policy, plans, programs, resources, training, readiness and professional development of CA ARNG Warrant Officers.

**3. MEMBERSHIP.** The State WOAC consists of the State Command Chief Warrant Officer, two Regional Chairs, three appointed members for each region, and the immediate former State CCWO.

a. The Regional WOAC is comprised of the following:

(1) Northern California: consists of the Regional Chair and those appointed members who reside in the northern most region of California.

(2) Southern California: consists of the Regional Chair and those appointed members who reside in the southern most region of California.

b. The term for the Regional Chairs and the Members will be for two years

**4. COMMITTEES.** Subject-matter and special committees will be appointed as required for the purpose and term stated.

**5. MEETINGS.**

a. The State WOAC meets annually at the call of the CCWO.

b. WOAC Regional Chairs will convene Regional meetings and are responsible for the location, agenda, dates, notification, etc. The CCWO may be invited to attend these meetings.

c. The Regional Chairs will furnish the CCWO a list of agenda items for the Regional WOAC meetings a minimum of thirty (30) days prior to the scheduled meeting.

**6. REPORTS.**

a. WOAC Regional Chairs will furnish minutes of their meetings to the CCWO within thirty (30) days following a meeting.

b. Regional appointed committees will provide a written report on their activities during each scheduled meeting.

**7. ISSUES, CONCERNS, AND RECOMMENDATIONS.**

a. Issues and responsibilities will be prepared IAW the format in Annex A.

b. WOAC Regional Chairs are responsible for presenting issues and recommendations to the CCWO at the annual meeting. These issues and recommendations will be forwarded to the CCWO prior to the annual meeting.

c. WOAC Issue Numbers

(1) WOAC regional issues will be numbered using the following guidance. The first two digits will be the FY, followed by a dash, followed by the region name (i.e., Northern, Southern), followed by a dash, and followed by the sequential number when the WOAC receives the issue. An example is 04-Northern-001 (i.e., first issue adopted by Northern Region during FY 04).

(2) WOAC Committee issues will be numbered using the following guidance. The first two digits will be the FY, followed by a dash, followed by the assigned committee code, followed by a dash, and followed by the sequential number when the issue is adopted by the committee. An example is 04-02-001 (i.e., first issue adopted by the sub-committee 02 during FY 04).

**8. AWARDS.** See Annex B hereto.

**9. CHARTER AMENDMENTS.**

Amendments to this Charter require a three-quarters majority vote of the State WOAC.

////SIGNED////  
THOMAS W. ERES  
Major General  
The Adjutant General

OFFICIAL:

RICHARD E. BEARDSLEY  
Colonel, GS, CAARNG CHIEF J-6  
Command, Control, Communication  
and Computer Systems

**ANNEX A**

**ISSUES AND RECOMMENDATIONS FORMAT**

WOAC ISSUE, CA ARNG  
(CA ARNG OM 15-2)

1. Date:
2. Originator (Name):
3. Region:
4. Telephone (commercial or DSN):
5. Issue Number (as assigned by Regional Committee):
6. Title of issue/recommendation:
7. Reference (If applicable):
8. Issue statement:
9. Discussion:]
10. Conclusion:
11. Recommendation:
12. Disposition by State WOAC:
13. CA ARNG Office of Primary Responsibility:
14. Resolution:

## **ANNEX B**

### **WOAC AWARDS**

#### **1. PURPOSE / APPLICABILITY**

This Annex prescribes the Warrant Officer Advisory Council (WOAC) policy and criteria for WOAC awards. It is applicable to all members of the WOAC.

#### **2. OBJECTIVE**

The objective of the WOAC Awards Program is to provide tangible recognition for acts of exceptional service or achievement in support of the WOAC.

#### **3. ELIGIBILITY**

Any individual or organization that has provided significant support or assistance to the WOAC, as a body, is eligible. Recommendations for awards should be made through the WOAC Regional Chairs to the State Command Chief Warrant Officer (CCWO) for approval. Upon approval by the CCWO, the Regional Chair will make necessary provisions for procurement and presentation of awards.

#### **4. PROCUREMENT**

Procurement of awards shall be through use of non-appropriated funds through contributions from approved sources including, but not limited to, chapters of the United States Warrant Officers' Association, employees' councils, and individual donations. The CCWO will provide to the WOAC annually an accounting of all funds collected for the purposes of Award procurement and presentation.

#### **5. PRESENTATION OF AWARDS**

Awards will be presented with appropriate formality and with fitting ceremony. Every effort will be made to make presentations at an Annual or Regional WOAC meeting. The widest publicity of the presentation should be made as determined by the CCWO.

#### **6. ACQUISITION OF AWARDS**

The Chairman, Awards Committee, shall be responsible for the acquisition, design and presentation coordination as approved by the CCWO. Design of awards will generally be consistent regardless of recipient.

**ANNEX C**

**RESPONSIBILITIES AND DUTIES OF THE REGIONAL CHAIR**

The Chairman will:

1. Formulate, articulate and submit issues and recommendations to the CCWO.
2. Disseminate approved information to council members.
3. Preside at all sessions.
4. Implement council guidelines within the Charter.
5. Schedule council sessions and structure the agenda.
6. Receive and screen issues for appropriateness.
7. Assign approved issues for research and development.
8. Establish priorities.
9. Orient new members.
10. Appoint sub-committees as required.

**ANNEX D**  
**RESPONSIBILITIES AND DUTIES OF THE SECRETARY**

The Secretary will:

1. Record and disseminate the minutes of the meetings to council members.
2. Maintain the flow of issues referred to the council.
3. Maintain the Item/Issue Accountability Log.
4. Maintain issue papers in the Secretary's Manual.
5. Safeguard all records.

**ANNEX E**  
**RESPONSIBILITIES AND DUTIES OF THE MEMBERS**

Members will:

1. Develop a forum to communicate with the CCWO.
2. Solicit issues and recommendations IAW paragraph 7.
3. Process issues IAW Annex A.
4. Provide a brief back to the CCWO on issues and discussion items from previous WOAC meetings.
5. Actively participate in all council meetings.
6. Furnish the CCWO with a copy of the council minutes from each meeting.
7. Provide regional reports to the CCWO IAW paragraph 6.



## **ANNEX F**

### **STATE WOAC REGIONS**

The CA ARNG WOAC Regions will consist of a Northern Region and a Southern Region, the boundaries of which will be determined by the State CCWO.

**ANNEX G**

**STATE WOAC MEMBERS**

**Northern California:**

CHAIRMAN/REGIONAL CHAIR

VICE-CHAIRMAN MEMBER

SECRETARY MEMBER

MEMBER

**Southern California:**

CHAIRMAN/REGIONAL CHAIR

VICE-CHAIRMAN MEMBER

SECRETARY MEMBER

MEMBER